



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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WASHINGTON, DC 20350-2000

OPNAVINST 1001.19D
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7 Oct 2013

OPNAV INSTRUCTION 1001.19D

From: Chief of Naval Operations

Subj: RESERVE COMPONENTS COMMON PERSONNEL DATA SYSTEM

Ref: (a) DoD Instruction 7730.54 of 20 May 2011
(b) DoD 7730.54-M, Volume 1, Reserve Components Common Personnel Data System (RCCPDS): Reporting Procedures, 25 May 2011
(c) DoD 7730.54-M, Volume 2, Reserve Components Common Personnel Data System (RCCPDS): Domain Values for Reserve Component (RC) Personnel Reports, 25 May 2011

1. Purpose. To implement and amplify the guidance contained in references (a) through (c) for the Navy. This instruction has been administratively revised and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1001.19C.

3. Background. The Navy submits files containing data on Navy Reserve personnel to Reserve Components Common Personnel Data System (RCCPDS). RCCPDS is a centralized common database established by the Assistant Secretary of Defense (Reserve Affairs) and maintained by the Defense Manpower Data Center (DMDC). The data base was created to meet policy requirements promulgated within Department of Defense (DoD) by reference (a), and defined in references (b) and (c). Data is provided for all inactive and full time support Navy Reserve personnel who meet identification criteria specified in reference (a). RCCPDS shall be used for manpower planning; personnel strength accounting and budgeting; prevention of fraud, waste, and abuse; calculations relative to the DoD Military Retirement Fund and DoD Education Benefits Fund; and be the authoritative source for Defense Enrollment Eligibility Reporting System (DEERS) enrollment for all Reserve Component (RC) members. RCCPDS shall be used as the official source for statistical tabulations of reserve component strengths and related data for use throughout the DoD, Congress and other government agencies.

4. Responsibility. The Chief of Naval Personnel is responsible for complying with the personnel information reporting requirements delineated in references (a) through (c) concerning inactive and full time support Navy Reserve personnel.

5. Information Requirements. The required reports are defined in enclosure (3) of reference (b). Each report definition refers to the reference (b) enclosure which describes that report. Reference (c) provides domain values to be used within the reports.

6. Submission Instructions. The electronic data transfer files are submitted to RCCPDS as prescribed in references (a) and (b).

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

8. Reports Control. The reports required concerning the RC are listed below and have been assigned the following DD Report Control Symbols (RCS): DD-RA(M)1147, DDRA(D)1148, DD-RA(M)2171, DD-RA(D)2170, DD-RA(D)2302, DD-RA(D)2420, and DDRA(AR)2421.

a. A monthly RC officer master file and enlisted master file.

b. A daily RC officer transaction file and enlisted transaction file.

c. A weekly civilian employment information transaction file.

d. A daily RC active service transaction file.

e. A daily RC benefits transaction file.

f. A weekly RC workforce transaction file.

g. As required, a RC line of duty benefit transaction file.



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